

REQUEST FOR PROPOSAL

CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR TWO MAJOR BUILDING PROJECTS IN FRESNO COUNTY

SUBMITTAL: Six copies must be received on or before
5:00 p.m., Monday, July 17, 2000

ADDRESSED TO: Norman G. Preston, Construction Engineer
Department of Public Works

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MARK ENVELOPE: **“PROPOSAL – OFFICE BUILDING CONSTRUCTION”**

or

“PROPOSAL – ELKHORN CONSTRUCTION”

NOTE: Each project proposal must be submitted separately.

INQUIRIES: Direct questions or clarifications of Request for Proposal
documents to
Norman G. Preston, Construction Engineer,
Department of Public Works
(559) 262-4154

ISSUANCE DATE: June 15, 2000

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I. SUMMARY

Fresno County has two major building projects scheduled to begin construction in 2001. Since this request for proposal is for more than one project, respondents may elect to submit proposals for either or both projects listed. However, proposals must be submitted separately for each project.

The first project is the Downtown Office Building located in downtown Fresno at the intersection of Van Ness Avenue and Kern Street. This structure will be a 175,000 square foot, 5-story structure which will house several County Departments in addition to the County Board of Supervisors hearing room. The construction cost of this structure is anticipated to be about \$29,089,000. The proposed project schedule is shown in Section VI.

The second project is the Juvenile Detention Facility complex located at Elkhorn Avenue and State Highway 41 in southern Fresno County. The facility will be adjacent to the County's existing Juvenile Boot Camp. The estimated construction cost of this project is \$19,000,000. The proposed project schedule is shown in Section VI.

It is possible that the construction schedule for the Elkhorn Correctional Facility may have to be accelerated to meet Board of Corrections deadlines. This acceleration may result in the Contractor working 16-hour days, 7-days per week.

II. CONSULTANT SERVICES

The Consultant shall provide a qualified Construction Manager, inspectors in various divisions (mechanical, electrical, structural, architectural) or inspectors qualified to inspect several or all divisions, a field office (job trailer or rented office space with a minimum of 720 s.f.), field office staff, and all furniture and equipment including computers, printers, copiers, fax machines, pagers, cellular phones, telephone, and 2-way radios necessary to provide the needed services.

The Construction Manager assigned by the Consultant shall have at least five years experience as a Construction Manager for the duties described in the "CONSTRUCTION MANAGER'S DUTIES" and shall have a Bachelor of Science degree in Civil Engineering, Construction Management, Architecture or other related field. Professional registration as an Architect or Engineer is preferred but not required.

The Consultant shall provide qualified inspectors who will perform continuous on-site construction inspection. These inspectors will report directly to the Consultant's Construction Manager and will receive their assignments directly from him/her.

Generally, the Consultant shall provide building project (Capital Improvement) inspection services to monitor actual on-site construction of all components, including infrastructure improvements site work, structural, architectural, mechanical, plumbing, electrical, landscape and other work as assigned. The inspector(s) shall verify and certify all aspects of construction as to conformation with all applicable building codes, ordinances and the project plans and specifications. The inspector(s) shall also monitor material application and methods of construction for quality assurance. The inspector shall have knowledge of OSHA safety orders and procedures and shall alert the Construction Manager and Contractor of potential areas of concern that may cause a liability exposure to the County.

Construction Inspectors must be certified by one of the following:

- a. International Conference of Building Officials (ICBO) in Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, and National Electrical Code, or as a Building Inspector.
- b. Certified Level 'A' Inspector by the State of California Office of Statewide Health Planning and Development (OSHPD).
- c. Department of the State Architect (DSA) with a Class I Certification.
- d. Consideration will be given to American Construction Inspectors Association (ACIA) certification in Division II Building.

The County reserves the right to approve Construction Inspectors.

The County requires a Construction Manager, clerical staff and an office engineer who will devote full time to this project and who will be available to the Department of Public Works, Architect and Construction Contractor each day the project is under construction. The Construction Manager devote spend full time to the project (not less than 40 hours per week) and shall be present at the project site or at his/her field office, located near the project site, each day the project is under construction. The Construction Manager will schedule his/her inspection staff which may be full-time or part-time as determined by the construction work. It is anticipated that at least one inspector will be needed full time.

The County will not accept a remote office, offsite project construction management, or insufficient or inexperienced staff.

III. CONSTRUCTION MANAGER'S DUTIES AND RESPONSIBILITIES

During the construction phase of the project, the Construction Manager will assume the primary responsibility for the performance of his/her duties to seek the achievement of the successful completion of the project. The Construction Manager shall be the County Construction Engineer's representative for the project

and be responsible for coordinating the efforts of contractors, architects, engineers, inspectors, testing laboratories, and other construction project service providers.

The Construction Manager's duties shall also include responsibility for:

Plans & Specifications Review

Prior to advertising for construction, the Construction Manager shall review, evaluate and critique the Architect's project plans and specifications for constructibility and contract administration.

The Construction Manager's review for constructibility does not transfer the Architect's responsibilities under its agreement with the County, as it may be amended, to the Construction Manager.

Liaison:

Liaise among the user Department, Department of Public Works, General Services Department and the Architect during the construction phase.

Receive, process and disseminate all communication among the County, inspectors, Architect and contractors.

Pre-Bid and Bidding Conference:

Participate in pre-bid conference with potential contractors, sub-contractors and County, to assist the Architect in clarifying any questions which may arise during the bidding process. Addenda shall be issued only by County.

Assist the County in evaluating bids and bidders.

Project Meetings:

Conduct pre-construction conferences with successful contractor and sub-contractors. Construction Manager shall also conduct monthly project meetings, or more often as needed, to discuss such matters as project coordination, quality control, progress problems, scheduling, costs, procedures and equal employment opportunity. Distribute minutes of all meetings to all participants.

Construction Contract Change Orders (CCOs):

Review all requests for change orders and make recommendations to County concerning content, cost and extensions of time, if any.

Evaluate the cost features of all change orders and, where necessary, negotiate with the contractor to obtain a fair price for the work and make recommendations to the County. Prepare and process all change orders and supporting documentation in accordance with County standards and procedures.

Recommend necessary or desirable changes in the work or schedule to the County and the Architect.

Estimating:

In cooperation with the Architect and County, prepare cost estimates for additional work resulting from negligent errors or omissions in the Architect's construction documents or from County or contractor-requested changes in the work. Prepare estimates for all contractor-generated changes in the work and/or material and equipment substitutions.

In cooperation with the Architect and County, revise and refine the approved estimates of construction costs, develop budget reports and forecasts as needed and maintain accurate cost accounting records.

Contractor Claims Analysis:

Maintain detailed records of project progress for County's use in the analysis of potential contractor claims.

In the event any claim is made or any action brought during the term of the Consultant agreement in any way relating to the construction of the project, assist the County, including the preparation of written reports with supporting documentation in an effort to resolve the disputes.

Excluding direct disputes between County and Construction Manager, analyze and prepare written documentation on all disputed issues. Provide a detailed record of the circumstances and positions of the involved parties. Make recommendations for the settlement of claim issues.

Document Clarification:

In cooperation with the Architect and County, prepare and/or monitor responses to contractor requests for information (RFI) and maintain a log and other records for all such requests.

Progress Reports:

Prepare monthly progress reports depicting the status of the work, financial status, cash flow requirements and a synopsis of known outstanding design and construction issues.

Records:

Maintain project records, including contract payment requests, contract change orders, shop drawing submittal/approval logs, purchase orders, material purchase/deliver logs, equipment purchase/deliver logs, plan clarifications, requests for information, contract drawings and specifications with addenda, record documents, warranties and guarantees, system and equipment operating and maintenance manuals, daily and monthly progress reports, correspondence files,

previous orders, payment request records, transmittal records, meeting minutes, inspection reports, bid information, lab test reports, punch lists, critical path and other project schedules and updates, and composite record drawings.

Construction Manager has no obligation to prepare any CPM schedule, updating or cost loading schedules. Construction Manager's obligations with respect to such records is limited to review, monitoring and documenting project status and compliance.

The County shall furnish all documents related to the project and requested by the Construction Manager, except those documents withheld by the County for reasonable cause.

Shop Drawings, Materials, and Samples:

Assist Architect and Contractor in establishing and implementing procedures for processing, expediting, checking and coordinating submittals, shop drawings, samples, catalog cuts and other related data.

Progress Control Monitoring:

Observe the work of the Contractor and assist in coordination of the Contractor's work with the activities and responsibilities of the Architect in an attempt to complete the project in accordance with the County's objectives of cost, time and quality.

Monitor the progress of the project and compare with Contractor's progress schedule (CPM schedule) for actual progress and impact on the project and County. Submit written progress reports to the County containing information on the contractor's work, disputes, approved change orders, potential change orders, potential claims and the percentage of completion.

Review the contractor's progress control schedule and updates and submit monthly reports on construction progress to the County which shall include current activities, proposed activities for the coming month, and an identification of any known pending or anticipated problems.

Throughout the construction phase, review the construction progress and make recommendations, if requested, on potential ways and means by which the time schedule may be improved and on potential ways to avert material procurement delays.

Inspection and Quality Control:

Observe the work of Contractors for defects in materials and deficiencies in construction. Report known deficiencies to the Contractor, Architect and to the County.

Coordinate the work of the inspectors and the preparation of inspection reports. Assist the inspector and Architect in maintaining the quality of materials and craftsmanship as required by the contract documents.

Coordinate regular monitoring and frequent inspection of work to determine progress and conformance with contract documents.

Cost Control and Reports:

Maintain cost-accounting records of the work, the value of the work in-place, materials delivered and stored in accordance with contract requirements, construction grant cash flow requirements, and change order status. Prepare monthly reports depicting the financial status of the project as a function of completion, including analysis of actual versus budgeted costs, and status of construction contingency funds.

Contractor's Progress Payment:

Review and process all progress and final payment applications and make recommendations to the County for approval or rejection thereof.

Review project invoices. Recommend and submit to the County for payment. Maintain construction project cost accounting.

Drawing Control System:

Establish a drawing control system which correlates all the drawings and specification sections, including change orders, addenda, clarifications and requests for information.

Daily Log:

Coordinate the documentation of all events occurring on the job site or connected with the progress of the project as is normally maintained on projects of similar size, scope and complexity.

County's Consultants:

Assist the County in evaluating proposals for special surveys, testing services and special inspection as may be required.

Project Completion:

Assist the other Contractors and Consultants in the commissioning of systems and equipment, proper operations, testing and official start-up. Coordinate transfer of documentation to County General Services Department Building Maintenance and user Department staff.

Assist the County and the Consultants in determining final completion. Assist the Architect in assuring that all documents, guarantees, manuals, bonds are secured and turned over to the County.

Coordinate the final inspection and assist the Architect in the preparation of punch lists indicating the items of work remaining to be accomplished. Monitor the completion of the punch list items.

Miscellaneous:

Coordinate the flow of all documentation between Architect, Contractor, inspector and County, including submittals, claims and CCO's.

Prepare and present items to the Board of Supervisors as deemed necessary by County to keep the Board of Supervisors adequately informed.

Meet weekly with the County Construction Engineer or his/her designee to review project progress, problems and potential change orders.

IV. CONSTRUCTIBILITY REVIEW

The Consultant shall perform a constructibility analysis of the plans and specifications. He/she shall prepare a report outlining his/her recommendations. The Consultant's designated Construction Manager shall participate in the constructibility review at 90% construction document completion.

V. SERVICES BY THE COUNTY

- A. Secure all necessary reviews and permits for the project.
- B. The Construction Division of the County of Fresno, Department of Public Works, will oversee and monitor the Consultant's agreement for this project and perform construction contract labor compliance functions.
- C. Construction Division management will monitor the overall progress of project and will advise the Consultant as to the policies and procedures of Fresno County.
- D. Construction Division management, in consultation with the Consultant and the Architect, will secure CCO approvals, process and make progress payments to the Construction Contractor, and prepare other administrative documents that may be required.

VI. ANTICIPATED PROJECT SCHEDULE

- A. Downtown Office Complex.
- Construction Management Agreement Approval Nov 14, 00
 - Constructibility Analysis May 7 to June 1, 2001
 - Advertise Project Jul 20, 01
 - Award Project Oct 5, 01
 - Construction Dates Oct 25, 01 through Feb 27, 03
- B. Elkhorn Juvenile Detention Facility
- Construction Management Agreement Approval Nov, 00
 - Constructibility Analysis Jul to Aug, 01
 - Advertise Project Nov 28, 01
 - Award Project Mar 12, 02
 - Construction Dates Apr 30, 02 through Nov 3, 03

VII. PROPOSAL SUBMITTAL REQUIREMENTS

Submit no more information than requested by Part VII of this Request for Proposal. The completeness of the response to the RFP will be evaluated by a screening committee.

You must answer the following questions in the same sequence as below:

1. Firm name, address, phone and fax numbers, e-mail and website address.
2. Specify type or organization (individual, partnership or corporation) and, if applicable, indicate whether you are:
 - a. Small Business
 - b. Disadvantaged Business
 - c. Minority and/or Woman-Owned Business
3. Firm principals who will be responsible for the projects and their education, credentials and experience.
4. Key personnel including the Construction Manager, who may be assigned to work on the projects and their education, credentials and experience. Include copies of the inspectors' certification documents.
5. Present staff - number and classification.
6. List in reverse chronological order for the last four years projects completed or under construction by the proposed Construction Manager.

Indicate for each of these projects:

- (a) Name of project
 - (b) Project location
 - (c) Brief description (type of construction, functional components)
 - (d) Description of projects (square footage, number of stories or floors)
 - (e) Name of owner
 - (f) Name of owner's contact person and telephone number (Contact person who, at the time of RFP submittal, will be employed by the owner)
 - (g) Value of building or structure
 - (h) Status of completion
7. List at least four additional references of the Construction Manager of present or past clients, with their telephone numbers. Identify specifically the client person and position reported to by the Construction Manager.
8. Include, if available, a current copy of Standard Form 254 "Architect-Engineer and Related Services" Questionnaire.
9. The Consultant will submit, as a part of his or her initial submittal, the firm's current basic hourly rate schedule for all employee classifications pertinent to this project's scope. The rates shall be for the construction period shown in Section VI. Such hourly labor rates shall include all costs to be incurred including costs for site items such as office supplies, printing, postage, vehicle costs, all job site office furnishing and equipment, and other incidentals. Portions of projects may be constructed between the hours of 6 p.m. and 5 a.m. Include hourly rates for services provided outside of normal working days or hours.

VIII. CONSULTANT SELECTION PROCEDURE

The selection procedure shall be in accordance with Fresno County Ordinance Code Chapter 4.10 and applicable provisions of the "Policy for Selection and Compensation of Architectural/Engineering Consultants" as last revised by the Board of Supervisors on November 29, 1994. The procedure includes the following provisions:

A project Selection Committee will be formed to evaluate the proposals and to make recommendations to the Fresno County Board of Supervisors.

The Selection Committee will consist of management employees from the user Department, Department of Public Works, County Administrative Office, and may include a representative knowledgeable in architectural/engineering/construction management services from outside the community or from one of the universities.

The Selection Committee will screen the responses to the RFP and may select three or more firms as finalists. More firms will be considered as finalists when, in the judgment of the Selection Committee, other firms are equally qualified to provide the requested professional services. Finalists will be requested to interview with the Selection Committee as a part of the evaluation process. The finalist's Construction Manager shall attend the interview and respond to questions from the Selection Committee.

After the finalist firms have been identified and as a part of the Selection Committee's evaluation at interview time, the finalist firms will be required to submit an estimated fee proposal to provide professional services for the project. The finalist firm's estimated fee proposals will be opened only after the Selection Committee has completed all of the interviews and considered each of the finalist's qualifications. The Selection Committee will consider the estimated fee proposals in its final deliberations.

The Selection Committee will address the following criteria in its evaluation of proposals (not necessarily in order of importance). Items with an asterisk (*) may not apply. You may submit responses to these items if you so desire.

- A. Experience with emphasis on projects involving government detention and/or administrative facilities. Preference will be given to applicants with prior experience in the construction management, quality assurance and quality control of these types of project.
- B. *Educational background of the Consultant's key individuals who will be assigned to the project on a full-time basis.
- C. Quality of past performance for the County of similar agencies.
- D. Qualifications of individuals within the Consultant's organization directly responsible for the work. The County reserves the right of approval of the Consultant's Construction Manager and Inspection Staff.
- E. Adequacy of staff to perform the work within the time allowed.
- F. Approach proposed for solving this project's potential construction problems and project requirements.
- G. *Demonstrated ability to make effective public presentations on the requested reports and construction and management activities.
- H. Demonstrated ability to work effectively with County staff, other public agencies and related parties.

- I. *New or innovative ideas presented by the Consultant in the proposal or presentations.
- J. Demonstrated ability to keep costs within project budgets and design estimates.
- K. *Knowledge of local conditions.
- L. Demonstrated interest of the Consultant in the success, efficiency, and workability of facilities during construction and after they are placed in operation.
- M. Whether the Consultant is currently engaged in another project which has direct and substantial physical relationship to the proposed project.
- N. *Whether the Consultant who proposed construction management for the original facility should be retained for the new work on the basis of cost, detailed knowledge of the existing facility, or necessity of use of the same design concept in the work.
- O. Demonstrated record of abiding by terms of subcontract agreements regarding timely payment for services rendered on County projects.
- P. *Ability of the Consultant to furnish effective and timely construction observation services.
- Q. Completeness of proposal
- R. The estimated fee proposal will be a factor in the final selection only after the most qualified firms have been identified.
- S. All other things being equal, local (within Fresno County) Consultants are preferred over non-local Consultants.
- T. All other things being equal, a non-local Consultant who associates with a local Consultant for the purpose of the particular services required shall be preferred to a non-local Consultant who does not so associate.

IX. FEE PROPOSAL

In order for the County to make a fair comparison between Consultant's fee proposals, Consultant shall detail their fee proposal as specified below:

All costs that can reasonably be estimated from the proposer's experience and the project description and duration will be included in the fee proposal.

The County reserves the right to use the Consultant's fee and the various cost components, (Construction Manager, inspectors, office and office staff rates) to make a fair comparison of the various Consultant's fee proposal.

In order for the County to fully evaluate the Consultants fee proposal, it must be structured so the County can determine the duration of each cost component. For example, the Consultant may estimate that they will need a general construction inspector full time starting two months prior to construction and ending one month after construction is complete; and will need mechanical, electrical and structural inspectors for six months each during the project. The fee proposal must break out the inspection cost in this manner showing type of inspector, duration of inspector on the job and cost of the inspector.

NOTE: Surveying and testing including weld inspectors, concrete testing, compaction testing, etc. will be made a part of the contract and will be the Construction Contractor's responsibility.

COST COMPONENTS OF FEE PROPOSAL

CONSTRUCTION MANAGER:

Estimated cost and duration for the Construction Manager for the construction period of the project plus four months.

The Construction Manager shall spend not less than 40 hours per week on the project.

Itemize the Construction Manager's costs. The Construction Manager's cost shall consist of all Construction Manager expenses including but limited to his vehicle.

The Construction Manager shall not be compensated for travel time or vehicle expense incurred outside the Fresno area.

CONSTRUCTION OFFICE:

The construction office (trailer or rented space) and office equipment shall be for a duration beginning four months prior to construction to two months after completion of the construction contract. Costs for the construction office shall include all costs including, but not limited to, mobilization, demobilization, utilities, office equipment (phone, photocopier, fax, computers, etc.), and office services and supplies. The duration of construction is specified in Section V of this proposal.

OFFICE AND INSPECTION STAFF:

The consultant shall identify separately the person-hours of all office staff and the cost; and the person-hours of inspection staff and the cost. Break down the costs

by individual: secretary, office engineer, general inspector, mechanical inspector, electrical inspector, etc. Also show the estimated duration of each individual

PROFESSIONAL LIABILITY INSURANCE:

The cost of \$1 million Professional Liability Insurance in accordance with Section XX of Exhibit A shall be identified separately in the Fee Schedule.

CONSTRUCTIBILITY REVIEW:

The Consultant shall submit a cost to do a constructibility analysis of the project. The Consultant designed Construct Management shall participate in the analysis.

X. BACKGROUND INVESTIGATION

The County reserves the right to conduct a background inquiry of each proposer which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories, and reputation in the business community.

XI. SITE VISITATION

Site visitations may be arranged by calling the Construction Engineer, Assistant Construction Engineer, or the Building Projects Supervisor at (559) 262-4154.

XII. CONFLICT OF INTEREST

The proposers should be aware that the selected Consultant(s) must comply with requirements of the Fresno County Department of Public Works Conflict of Interest Code. (Exhibit B)

XI. EXHIBITS

Exhibit A: Typical Agreement Clauses

Exhibit B: Conflict of Interest